

Report for Week Ending 18 December 1957
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

(1) Completed 47 actions requiring the printing of 477,100 copies or sets of blank forms. This represents an increase of 11 actions with a decrease of 816,450 copies or sets compared to last week.

✓ (2) Twenty-four new and 5 revised forms were approved. / A /

2. Assignments

a. Active

✓ e (1) Eleven new forms and 22 revised forms are pending.

(2) Two "Employee Suggestions" are being evaluated.

3. News

a. Funds have been obtained for the Dispatch Forms. Orders are now in Procurement Division for preparation of Bid Invitations.

25X1

b. [] has been released from Georgetown Hospital and is now recovering from a back injury at home.

c. It's an 8¹¹/₁₆ GIRL for the []

25X1

25X1

d. [] ARO/OL advised that the IG has interested himself in our Salvage project on Form 791, Project Record (we have been trying to dispose of 188,500 unused sets of this form worth \$10,838.00). [] tells us that the IG commented favorably on these salvage efforts to Col. White and that he has in turn asked Mr. Garrison to interest himself in salvaging these 5-pt. NCR forms.

25X1

25X1

CONFIDENTIAL

Weekly Report for Week Ending 18 December 1957
from
RECORDS DISPOSITION BRANCH

1. Assignments - Activea. Project 6-95 - Office of Personnel

25X1

211 No change from previous report.

b. Project 8-18 - Office of Operations/Contact Division

25X1

212 Schedule is being coordinated with the Branch officials within the Division. I have discussed the possibility of converting 70 - 5 drawer cabinets of case and source files to shelf filing. The ARO and Mr. were receptive to the idea. However, the individual in charge of the files reserved the right to an opinion until after the first of the year.

25X1

c. Project 8-20 - ORR

25X1

113 Subject numeric file system has been installed in the substantive files of the Chief, Industrial Division and the administrative files of all 9 branches. This completes 35 of the 37 installations covered by this project. Due to the end of year cut-off system in this type of file we are following up each installation to review and answer any questions in filing that may have arisen. In addition, we are furnishing prepared folders and guides to each installation for their 1958 files and assist in getting them started right.

✓d. Project 8-43 - Medical Staff

25X1

A floor layout is being developed for Room 200, Central Building. Arrangements were made with a photographer from Graphics Register/OCR, and several shots were taken of the present equipment and physical arrangement of the room. The proofs should be available in a few days.

e. Project 8-49, Installation of Subject Numeric File in Office of the Chief, Position Evaluation Division - OP -- 70% complete.

✓ Assisted C/PED and his secretary in screening 5 cu. ft. of material. Two cu. ft. were destroyed and remaining 3 cu. ft. will be retained or retired to Records Center.

f. Map Library/ORR

25X1

✓ A figure of the estimated expansion of the WAC Chart files (which was projected to 1961) has been firmed up by ORR. The overall estimate of holdings by 1961 is 1360 cu. ft. Floor plans are being developed to provide shelving for this volume of records although in the present office space approximately 165 cu. ft. will remain in bar-locked cabinets. Building Safety Officer, is arranging a meeting with a GSA representative to discuss floor loading weight limitations of the Area.

25X1

If approval is received to use shelving approximately 100 - 4 drawer cabinets could be released.

25X1 g. Subject Files Review []

The review of all file installations made this year in OSI continues. At this time, reviews have been made and new folders for use in 1958 have been provided, to all but two Divisions.

2. Assignments - Inactive

25X1 a. Project 6-40 OCR []

b. Project 6-90 Commercial Staff []

25X1

25X1 3. Vital Materials []

25X1 [] of DD/P/RI accompanied last weeks trip to the Repository for the purpose of depositing and withdrawing Vital Materials. [] of ORR/Map Procurement also accompanied last weeks trip.

4. News

25X1 a. The ARO, Medical Staff, was asked to resubmit his requisition for 2 letter safes. Previous request for one legal safe was cancelled. Medical Staff will release one legal safe when letter safes are received.

25X1 b. Met with [] Special Register, OCR, to advise them on the archival value of certain records (approximately 100 cabinets) which may be transferred from DD/P to their custody.

25X1 c. Met with [] and one of the Branch Chiefs, OCI, to furnish advice concerning a card file that has been expanding rapidly.

25X1 d. [] has prepared a requisition for the transfer of 48 - 5 drawer file cabinets, with guide rods, to the repository. Upon receipt of these cabinets, [] will release 21 - 4 drawer safes and 21 - 4 drawer cabinets, without guide rods.

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